



# SITE PLAN REVIEW REGULATIONS

## TOWN OF FREMONT, NEW HAMPSHIRE FREMONT PLANNING BOARD

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## DEFINITIONS

**Many of the word meanings used throughout the Fremont regulations will be consistent with definitions used (as defined) within those New Hampshire RSAs which provide for the powers and authority of the Planning Board. Unless the context otherwise requires, the following definitions shall be used in the interpretation and understanding of these regulations as generated under the jurisdiction of the Fremont Planning Board.**

**Where terms are not expressly defined throughout, such terms shall have ordinarily accepted meanings such as the context implies. The word shall is mandatory and not optional.**

ABUTTER: Means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term ""abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A: 1, II, the term ""abutter"

includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board or as amended by RSA 672:3.

APPLICANT: Applicant shall mean the owner of record of the land which is under consideration by a local land use board, including any subsequent owner of record, or the duly authorized, in writing, agent of any such owner.

APPLICATION: Means a completed application under consideration by a local land use board. An application shall not be considered complete until all of the Application Checklist items have been completed and accepted to the satisfaction of the Board in addition to any other requirements of these Regulations.

AQUIFER: See Article XI of the Fremont Zoning Ordinance.

CERTIFIED SOIL SCIENTIST: A person qualified in soil classification and mapping whom is certified by the State of New Hampshire.

DWELLING UNIT: A single unit providing complete independent living facilities for one or more persons, including permanent provisions from living, sleeping, eating, cooking and sanitation. (From IRC 2006).

EASEMENT: An interest in land owned by another person, consisting in the right to use or control the land, or an area above or below it, for a specific limited purpose.

ENGINEER OR SURVEYOR: These terms shall denote the duly designated, legally recognized, New Hampshire licensed engineer or surveyor employed by the applicant as may be pertinent to the

actual services to be performed in accordance with the provisions set forth in RSA 310-A, as amended.

FRONTAGE: Means that portion of a lot bordering on a highway, street or right-of-way or as amended by RSA 674:24

LOT: Means a parcel of land at least sufficient in size to meet the minimum requirements for use, coverage and area and to provide required yards and other open spaces. An undersized lot is permissible if it passes state standards for soil conditions and substantially meets the requirements here and if in existence on the date of adoption of this ordinance or as amended by RSA 674:24.

LOT LINE ADJUSTMENT: A lot line adjustment is the adjusting of a common property line(s) or boundaries between adjacent lots, tracts, or parcels for the purpose of accommodating a transfer of land, rectifying a disputed property line location, or freeing such a boundary from any difference or discrepancies. The resulting adjustment shall not create any additional lots, tracts, or parcels, and all reconfigured lots, tracts, or parcels shall contain sufficient area and dimension to meet minimum requirements for zoning and building purposes.

MAJOR REVISION: Any change deemed by the Planning Board to impact previous review and planning and/or cause re-review or additional considerations to the overall proposal. i.e. lot size changes, road location and profile, types or numbers of units, reflection of wetlands, etc.

SUBDIVISION: Means the division of the lot, tract, or parcel of land into 2 or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes re-subdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided or as amended by RSA 672:14.

TOWN ENGINEER: The duly designated engineer of the Town of Fremont. If there is no such official, the consultant or official assigned by the Fremont Planning Board.

## **CHAPTER 1**

### **SITE REVIEW REGULATIONS**

#### **1.1 AUTHORITY**

Under the Authority vested in the Fremont Planning Board by the voters of the Town of Fremont, New Hampshire, on March 12, 1988 and in accordance with the provisions of the New Hampshire Revised Statutes Annotated, Chapters 674:43-44, as amended, the Fremont Planning Board adopts the following regulations governing the review of nonresidential site plans, whether or not such development includes a subdivision or resubdivision of the site. These regulations shall be entitled "Site Plan Review Regulations".

#### **1.2 VALIDITY**

If any section, clause, provision, portion, or phrase of these regulations shall be held to be invalid or unconstitutional by any court of competent authority and jurisdiction such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of these regulations.

#### **1.3 CONFLICTING PROVISIONS**

Whenever the regulations made under the authority hereof differ from those prescribed by the statute, ordinance or other regulations, that provision which imposes the greater restriction or the higher standard shall govern.

#### **1.4 REFERENCES**

- A. Fremont Master Plan - Town of Fremont
- B. Land Subdivision Regulations - Town of Fremont
- C. Fremont Zoning Ordinance
- D. Town, State and/or Federal Permits

#### **1.5 PURPOSE**

- A. Provide for the safe and attractive development or change or expansion of use of the site and guard against such conditions as would involve danger or injury to health, safety or prosperity by reason of:
  - 1. inadequate drainage or conditions conducive to flooding of property or that of another,
  - 2. inadequate protection for the quality of groundwater,

3. undesirable and preventable elements of pollution such as noise, smoke, soot particles, or any other discharge into the environment which might prove harmful to persons, structures or adjacent properties,
  4. inadequate provisions for fire safety, prevention and control,
  5. narrowing or widening of streets.
- B.** Provide for the harmonious and aesthetically pleasing development of the municipality and its environs.
- C.** Provide for open spaces and vegetated areas (green spaces) of adequate proportions.
- D.** To provide for the proper arrangement and coordination of suitably located streets so as to accommodate existing and prospective traffic and to afford adequate light, air and access for fire fighting and other safety apparatus and equipment to buildings and be coordinated so as to compose a total convenient system.
- E.** To consider and provide for orderly development on the basis of being an integral part of the community; assuring that such development will mesh effectively with the overall community goals and plans.
- F.** To include such provisions as will tend to create conditions favorable for health, safety, convenience and prosperity by:
1. Providing for the continuance of the social and economic character of the Town.
  2. Assisting in defining the minimum standards for design and implementation of non-residential use of land.
  3. Conserving the natural beauties and attributes of the topography of the Town and to insure appropriate development with regard to those natural features.
  4. Providing for the protection of available aquifers and to insure the protection and conservation of wetlands.

## **1.6 SCOPE**

The Planning Board is hereby authorized to review and approve or disapprove all site plans for the development, or change or expansion of use of tracts for non-residential uses whether or not such development includes a subdivision or resubdivision of the site.

## **1.7 MINIMUM NOT MAXIMUM**

These regulations shall be interpreted as a minimum requirement and compliance with these minimum requirements in no way obligates the Planning Board to approve any particular application solely on that basis. The Planning Board will fully consider all aspects of an application before rendering its decision. This includes all site design and technical aspects of the proposal as well as considerations of the developments impact on the open space, wildlife habitat

and other natural resources, on local traffic patterns and on available public utilities, services and municipal resources. Only after the Planning Board is fully satisfied that the proposed project is in the public interest and that it will not prove detrimental to the public health, safety, welfare or prosperity, and provides the appropriate response to the initial purposes as stated in these regulations can the application be approved.

## **1.8 SITE PLAN REVIEW REQUIRED**

The Planning Board shall require site plans to be submitted to it for review by any applicant seeking any of the following:

- A.** The development and/or construction of any non-residential use and/or venture with a commercial purpose.
- B.** The conversion (change) or enlargement (expansion) of use of any existing non-residential use.
- C.** The change within a structure from one permitted use to another permitted non-residential use.
- D.** All multi-family dwelling units, which are designed as any structures containing more than two (2) dwelling units, whether or not such development includes a subdivision or resubdivision of the site shall require review and approval for site plan for the development or change or expansion of use of tracts by the Planning Board.

### **1.8.1 Minor Site Plan Review**

- To permit the expedited and cost-effective review of minimal impact developments within Fremont, these regulations provide for minor site plan review applications. For an application to be considered as a minor site plan it must comply with the following:
  - The applicant must first schedule a pre-application meeting with the Planning Board.
  - The application must be in full compliance with Fremont Zoning Ordinances.
  - The application shall be accompanied by a letter submitted by the applicant to the Planning Board attesting to full compliance with Article XVIII Section 8.6 of Fremont Zoning Ordinance. The letter shall also state that the proposed plan is consistent with the purposes of Site Plan Review section 1.5.
  - The proposal shall create no impacts that require consideration of mitigation strategies for impacts such as, but not limited to, noise, light, traffic, visual impacts and/or odors.
  - Appropriate buffers – fencing or natural vegetation - exist between abutting properties.
  - The character of the area will not be impacted by the proposal. The nature of the property remains consistent relative to architecture, transportation, scale of coverage, scale of building size, and consistency of adjacent uses.
  - Maximum total floor space of any proposed buildings/structures shall be one thousand (1000) sq feet including the basement.
  - No proposed alterations to the natural terrain or vegetation at the site is planned (except that which is immediate to the any proposed buildings/structures)

- The proposed activity **shall not** be located within:
  - A flood plain
  - Any wetlands or wetland protection district
  - One hundred (100) feet of a Prime Wetland
- If the Board determines that the impact of the proposed project presents greater than minimum impact, the application shall not be eligible for Minor Site Plan Review.
- Minor site plan review applications shall follow the same procedure subject to Section 1.12 of these regulations.
- Required exhibits and fees: Minor site plans are not required to be prepared by a professional engineer or licensed surveyor, but must accurately depict distances, setbacks, and other required information necessary for Board review. Fees shall be paid in accordance with the Town of Fremont fee schedule. The following items shall be shown on the minor site plan unless a waiver(s) is requested:
  - The name and addresses of the property owner, authorized agent, the person or firm preparing the plan, and the person or firm preparing any other data to be included in the plan.
  - Scale, north arrow, and the date prepared.
  - Location of the site (vicinity sketch), street, address, zoning district location, abutting properties and owners, and applicable tax map information.
  - Description of the existing site and proposed changes thereto, including, but not limited to: approximate size (including height) and placement of new buildings and accessory structures, new parking and loading areas, new signage, new lighting, new landscaping and the amount of land to be disturbed.
  - Location of existing and proposed easements, (if any). Copies of such easement language must be submitted to the Board.
  - Location of existing and/or proposed water supply, sewage disposal facilities, gas and/or electric lines, paved areas, structures, (both primary and accessory), driveways, parking areas, and drainage facilities.
  - A completion schedule of all proposed improvements.

### **Chapter 1.8.2 SITE PLAN COMPLIANCE MONITORING**

The Planning Board shall require that the construction of industrial, commercial and residential site plans to be monitored by the Town's Consulting Engineer.

- A. **Construction Monitoring Fees** – The Planning Board shall require that the applicant of any site or subdivision plan, approved by the Board, provide funds for construction monitoring; all professional fees and expenses associated with the work shall be borne by the applicant. Such monitoring may include construction on the site, according to the approved plan, the construction of any off-site improvement approved as part of the plan and review of revised plans, as-built plans, and applicable field changes. Such monitoring may include the construction of buildings, utilities, roads, and/or any other construction that in the opinion of the Planning Board requires



monitoring for compliance with the approved plan and Town regulations. The construction monitoring shall be provided by a consultant(s) hired by the Town after funds have been made available by the applicant. Any judgment as to the adequacy of such construction shall be made by the Town.

- B. **Site Plan Compliance Monitoring Account** - A separate escrow account must be established with the Town's Administration Department for monitoring of construction work in progress, for compliance with the approved plan and related work. If at any point during the construction process the escrow is depleted all construction will cease until additional escrow is provided.

## **1.9 BUILDING PERMITS**

No building permit shall be issued by the municipality for the construction or expansion of a building or other facilities subject to these regulations, until final approval is granted by the Planning Board and the municipality is so notified in writing by the Planning Board.

### **1.10 PROCEDURE**

Working hours of the Planning Board shall be at regularly scheduled meetings. A majority of the members or alternates must be present to constitute a meeting. Planning Board meetings and schedules shall be posted at the Town Hall, Fremont NH.

#### **1.10.1 REQUESTED MEETING WITH PLANNING BOARD**

- A. Request to meet with the Planning Board for review must be submitted in writing to the chairman or secretary of the Planning Board.
- B. Meetings will be scheduled on the first available open slot of any Planning Board meeting.
- C. The Planning Board will notify the applicant in writing as to the designated time of the scheduled meeting.

#### **1.10.2 SIGNS**

In the majority of instances the identification of proposed signs will be presented as part of incoming plan sets at the time of acceptance of applications for plan review by the Planning Board. The plans sets may be related to Site Plan Reviews, Subdivision Proposals, and/or Gravel Operations. In all cases detail particular to all proposed signage must accompany the plan sets. This should include detail as to the time durations for any proposed temporary signage as well as the requirements for placement of permanent signage.

The Fremont Zoning Ordinance, Article XIX prohibits the placement of signage without prior Planning Board review; except those authorized without a sign permit as defined in Section 1.3 of that ordinance.

In some instances, it is possible, that a sign will be requested for placement that is not directly related to one of the formal application and review processes – Site Plan Review, Subdivision Proposal, and/or Gravel Operations. In that instance an applicant may request approval of proposed signage by requesting a meeting with the Planning Board

for review of that request. A separate application with an accompanying detailed plan sufficient to determine compliance with the Fremont Sign Ordinance must be made to the Planning Board. Approval must be obtained prior to sign placement. Such an application and review shall be conducted at a regularly held session of the Planning Board.

In all instances approved signs require a building permit issued by the Building Official.

### **1.11 PRE-APPLICATION REVIEW - WORK SESSION**

Any individual who anticipates submitting a formal application for a site review approval is encouraged, but is not required, to consult with the Planning Board in one or more than one preliminary consultations prior to the submission of the formal application.

- A.** The Planning Board may hold preliminary conceptual consultation and review of the basic concept of any proposal and make suggestions which may be of assistance in resolving problems in meeting requirements during the final consideration of the proposal.
- B.** All sessions held prior to the formal acceptance of the application at a Public Hearing for such purpose shall be considered to be preliminary consultations and review only.
- C.** The Planning Board may conduct preliminary consultation and review apart from formal consideration and such sessions shall have no bearing on the time limits of acting upon approval or disapproval.
- D.** The Board may hold discussions with the applicant or agents and may confer with others whose interest may be affected.
- E.** Such sessions shall be directed towards conceptual consultation and suggestions which might be of assistance in resolving problems during final considerations. Discussions should be of conceptual focus and in general terms; such as the desirability of types of developments, roadway systems, interpretations and applications of zoning and/or regulations. Plans may be provided which support conversation and understanding of aspects of the proposal.
- F.** Neither the applicant nor the Planning Board shall be bound by the discussions. Material presented to assist the applicant to further meet the development requirements of the Town as expressed in these regulations, other ordinances and/or regulations, and the Town's Master Plan.
- G.** The applicant should make a presentation defining the general scope and concept of the intended site plan/subdivision or development and how the land is to be divided and/or used. The entire parcel is to be presented.

- H.** The Planning Board may communicate to the applicant in writing any suggestions, recommendations, or other factors that the Board finds prudent and necessary.

## **1.12 APPLICATIONS PROCEDURE**

Whenever site plan review of proposed development or change or expansion of use is required according to Section 1.8:

- A.** The completed application as defined in Section 1.13 is to be received via certified mail.
- B.** The Planning Board or designee shall perform a preliminary review of the application/plan for completeness and conformance to requirements.
  - 1.** All applications must conform to the Fremont Zoning Regulations before jurisdiction can be taken by the Planning Board.
  - 2.** If the application submitted conforms to requirements as defined in Section 1.13 of these regulations a Public Hearing will be scheduled within thirty (30) days of submission. If the application submitted does not conform to requirements as defined in Section 1.13 of these regulations the applicant or agent will be notified of such incomplete state within thirty (30) days of submission.
- C.** The final completed application for approval, together with required fees and drawings or other relevant information shall be filed with the secretary of the Board not less than fifteen (15) days before the meeting.
- D.** If the applicant(s) or owner(s) are other than the legal land owners a written authorization for the agent to appear on behalf of the owner must be submitted.
- E.** At the Public Hearing the Planning Board shall decide whether to accept the application as complete; subject to the need to produce additional information concerning any impact of the proposed development which could become apparent under further review. In case of disapproval, reasons for disapproval shall be adequately stated.
- F.** A duplicate of the application and plans shall be sent to Rockingham Planning Commission for review of completeness of prior to filing the application with the Planning Board.
- G.** The applicant and/or land owner all abutters and anyone whose professional seal or stamp appears on the plan shall be notified of the public hearing and the time and place of such hearing by certified mail, not less than ten (10) days before the date fixed for the hearing, not including the day of public notice and the day of the hearing. Notice of the Public Hearing shall be published in a paper of general circulation and shall be posted in at least two (2) places as pursuant to RSA 675:7.

- H.** The Planning Board shall act to approve, conditionally approve, or disapprove a site plat within sixty five (65) days of last major revision submission, or within sixty five (65) days after acceptance of the formal application or request of the Selectmen an extension of no longer than sixty five (65) days.
- I.** Major revisions and subsequent submissions may result in a new acceptance date for the application or a re-application and a new acceptance date for the application.
  - 1.** An amendment to any existing approved Site Plan Review plan shall be subject to all original conditions and approvals unless otherwise specified.
- J.** All decisions of the Planning Board shall be on record in the Town Clerk's office within five (5) business days. A copy of all written communications by Planning Board shall be on file in the Planning Board office.
- K.** Notice of Decision, with deed reference, will be recorded at the Registry of Deeds by the Planning Board Secretary or designee at the applicant's expense.

### **1.13 SUBMISSION AND INFORMATION REQUIREMENTS**

- A.** Intended site plat must meet all relevant land use regulations in effect at the time of filing.
- B.** Provide fees and letters as required in Section 1.18.
- C.** Provide requested waivers as required in Section 1.20.
  - 1.** Provide a copy of the checklist provided at the beginning of these regulations.
- D.** Provide a typed list of names and addresses of all abutters obtained from the Town records (to include applicant(s), and anyone whose professional seal or stamp appears on the plan, anyone whose property physically abuts, or is directly across a street or river from, the subject property not more than five (5) days before the date of submittal of the application.
- E.** Provide a minimum of six (6) full size and eight ( 8) 11" x 17" sets of plans; at least two (2) of the full size plans will be colored, to the Fremont Planning Board. All copies must have a plat revision system properly noted. All subsequent submissions must reflect proper plat revision. All plans are required to be drawn by a Licensed Land Surveyor licensed in New Hampshire, and in some cases as determined by the Board, stamped by a NH Licensed Professional Engineer.
  - 1.** The size and location of all public and private utilities including water lines, sewage facilities, gas lines, power lines, telephone lines, fire alarms connections, underground utilities , but not limited to other utilities.
  - 2.** The location, size and design of proposed signs and other advertising or instructional devices.

3. The location, type and design of outdoor lighting.
  4. Construction details including but not limited to pavement, walks, steps, curbing, drainage and structures, fire hydrants, signs and lighting, erosion, and sedimentation control techniques.
- F.** Provide copies of all required State, Federal, and Town approvals, including, but not limited to: Dredge and Fill, State highway access, Wetlands Board approval.
- G.** Provide topography maps indicating buildings, water courses, ponds, streams, standing water, exposed rock ledges, and other significant topography references to include natural and manmade features. Contours shall be depicted at two (2) foot levels, referenced to sea level, reflective of U.S. Geodetic Survey markers.
1. Clear delineation's of wetlands areas must be provided on all topography maps. Clear delineation of all watershed protection districts must be provided on all topography maps and any septic design plans. Include lot line setbacks as well as wetland setbacks.
- H.** Provide location and results of each test pit and percolation results shall be submitted to the Planning Board. Information summary with respect to soil conditions capable of supporting on-site water and waste disposal for each lot will be supplied. Test reference markers shall be put in place and maintained during the review process.
- I.** Provide a plan for the type and location of solid/liquid waste disposal facilities.
- J.** Provide an estimate/calculation of the road traveled mileage and route from the local fire and rescue department.
- K.** Provide an estimate/calculation of the increased daily average automobile traffic within the Town.
1. Provide estimates of noise generations.
- L.** Provide complete plans and profiles for all internal access ways and parking to include:
1. Curve data, horizontal and vertical at the street center lines
  2. Street data at fifty (50) foot intervals, to include cross sections
  3. Intersection, turn-around and/or cul-de-sac radii
  4. All Storm Drainage design
  5. Design of any bridges or culverts
  6. Proposed finished grades of streets & adjacent roadsides within the right-of-way.
- M.** Provide an architectural rendering showing all elevation views of all proposed buildings and their exterior design. Provide plans reflecting shape, size, height and location of existing structures located on the site and within two hundred (200) feet of the site.

- N.** Provide a parking areas and access plan sufficient for review to insure compliance to applicable standards as set forth in this document.
- 1.** The location, size, direction of travel, and if appropriate, curbing, paving, and radii of existing and proposed streets, driveways, access ways, and sidewalks within the site and its relationship to the off-site system.
  - 2.** The size, location, and layout of all on-site parking, loading facilities, and snow storage areas. The methods and actuals used to provide for directing of traffic patterns and parking.
- O.** Provide a landscaping plan sufficient for review to insure compliance to applicable standards as set forth in this document.
- 1.** The location, type and size of all proposed landscaping and screening as well as a plan for the retention of existing and significant natural features on the site.
- P.** Provide a storm drainage plan, performed by a registered professional engineer, including a plan for the detention and slow release of storm water where necessary, together with supporting calculations. Reference Section 1.16.
- Q.** Provide plans for erosion and sediment control. No site plan shall be approved without plans for erosion and sediment control plans, unless a written waiver is applied for and approved by the Planning Board.
- R.** Traffic analysis: See T-6
- S.** Provide general information and site plan format on all plats:
- 1.** Provide site name, name of property owner of record.
  - 2.** Name, address and phone number of sub-divider and surveyor or engineer.
  - 3.** Date, north point, plat revision, property map references and reference numbers.
  - 4.** Names and addresses of owners of abutting properties.
  - 5.** Location and exact dimensions of all property lines.
  - 6.** Location, name and width of all existing and proposed streets, rights-of-way or easements.
  - 7.** Sheet size in conformance with the requirements of the Rockingham County Register of Deeds. A margin of at least one inch shall be provided outside ruled border lines on three sides and at least two inches along the left side, or as required by the Register of Deeds.
  - 8.** A scale of not less than one (1) inch equals one hundred (100) feet.
  - 9.** Space for the Planning Board Chairman and Secretary to sign and date the approved plans.
  - 10.** Tax map and parcel number, title and deed reference, street address.
  - 11.** A locus map (no smaller than one (1) inch equals one thousand (1000) feet showing the location of the site in relation to the surrounding public street system and the zoning districts and boundaries for the site and the area

within one thousand (1000) feet of the site.

12. Area, in acres and square feet, of the entire site prior to development. Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, recreation area, and area used.
13. Area, in acres and square feet, of the proposed site. Acre, square feet, and percentage of total area for the following segments of information; Total area, area left in natural state, area wetlands, and area used.
14. Clear delineation of wetlands and watershed protection districts peripheral area must be provided. Wetlands shall be delineated by a NH Licensed Wetland Scientist or Soil Scientist.
15. Iron rods, pipes, pins or drill holes must be so noted and placed at all lot corners and angle changes. Street right-of-way shall be marked by a four inch by four inch by thirty six inch (4" x 4" x 36") stone or concrete monument.
16. Location of all land intended for public use and any conditions on such use.
17. Specify the number the type of non-residential units.
18. Specify the water sources to be designated for fire protection and control. Define the adequacy of water supply for fire protection.
19. Hours of operation.

**1. The Board reserves the right to revisit and revise the approved hours of operation if and when it deems necessary to do so.**

- T. Other information may be required during the course of the review. Other exhibits or data that the Planning Board may require in order to evaluate adequately the proposed development; such as but not limited to:
1. Information on the composition and quantity of wastewater generated.
  2. Information on air, water or land pollutants discharged.
  3. Special Submissions - Erosion and Sediment Control Plans.
  4. Listing of all amounts and description of liquids, inflammables and/or chemicals.
  5. A fiscal study/data relative to the potential impact to the Town may be required during the review process. Special provisions and/or plans may be required if found to bear a financial impact on the Town.
  6. Provide Traffic Impact Analysis

All proposed site plans shall be reviewed by the Planning Board to ascertain that adequate provisions have been made by the owner/agent for traffic safety and congestion. To facilitate this review, the Planning Board may require the developer to provide a full traffic impact analysis when deemed necessary by the Board due to the size, location or traffic-generating characteristics of the proposal.

Traffic impact analysis shall address each of the following:

- A. Traffic circulation and access, including adequacy of adjacent street and intersections, entrances and exits, traffic flow, sight distances,

accident statistics, curb cuts, turning lanes and existing or recommended traffic signals.

- B.** Pedestrian safety and access.
- C.** Off-street parking and loading.
- D.** Emergency vehicle access.
- E.** Snow removal adequacy.

No site plan shall be approved without a traffic impact study and analyses unless a written waiver is applied for and approved by the Planning Board.

#### **1.14 GENERAL REQUIREMENTS FOR SITE REVIEW**

- A.** Proposed site review plan shall conform to the Zoning Ordinance of the Town of Fremont. If site review regulations and the Zoning Ordinance conflict, the more stringent shall apply.
- B.** The Board may require such additional area as may be necessary for each site/lot for on-site sanitary facilities or where the natural slope of the land exceeds those requirements of the Fremont Zoning Ordinance.
- C.** The Planning Board may specify areas designated for fire protection and control. The developer must show the adequacy of water supply for fire protection.
- D.** Attention and conservation is to be given to natural water courses, historic and scenic spots to include large trees, rock walls, exposed rocks, etc, and other community assets, which if preserved will enhance the overall value of the site/subdivision and enrich the neighborhood.
- E.** Land of such character that it cannot be safely used for building purposes because of exceptional danger to health or peril from fire, flood or other menace shall not be platted for use.
- F.** Utilities shall be installed in accordance with utility standards and requirements in effect at the time. All new utilities shall be installed underground.
- G.** Stripping of vegetation, re-grading or other development shall be done in such a way that will minimize soil erosion. Whenever practical, natural vegetation shall be retained, protected and supplemented. An erosion and/or sedimentation control plan and/or temporary vegetation or mulching will be required by the Board where considered necessary; in addition, erosion control plans are required by State statutes for projects disturbing large square footage's of soil, which includes most projects. These plans must be made available to the Planning Board.
- H.** Off-site improvements may be required, such as pavement width, deceleration lanes, curbing, signal devices, or otherwise road construction or repair as deemed necessary by the Planning Board.



- I.** Access to public streets shall meet the requirements and approval of the New Hampshire Department of Public Works and Highways, and the Town and shall conform to whichever standards are higher.
- J.** Landscaping and screening shall be provided with proper regard to adjacent properties, the public highway and within the site, including interior landscaping of parking areas and parking areas access.
  - 1.** Buffer strips of at least a twenty-five (25) foot minimum width, or more, must be provided where a proposed non-residential development abuts residential use properties. Where appropriate, existing vegetation shall be incorporated into the buffer strips or landscaping design. Buffer must contain vegetation which will screen the view from adjacent residential property during all seasons.
- M. Sprinkler Systems:**

Sprinklers systems shall be installed in all conversions and new construction of all multi-family dwelling and all clustered dwellings of any type. Sprinklers installation shall be in compliance with the applicable NFPA 13D or NFPA 13R.
- N.** The developer shall ensure that Fremont feed cable access is brought into the residential site to readily serve all proposed properties.

#### **1.15 ROADS/STREETS, ACCESS DRIVES AND PARKING AREAS**

- A.** The Planning Board shall approve the design for all proposed access/egress points onto the public way, all points shall provide an adequate sight distance, grade, width and curb. In all cases, the number of points of access to a given street shall be held to a minimum, preferably one, in order to reduce traffic hazards from turning movements and to ease the installation of traffic control devices. The Planning Board may require the construction or the reservation of a right-of-way for a service road which would run parallel to the existing streets.
- B.** The Board may require improvements of existing access/egress points (s) to provide adequate and safe flow onto abutting streets.
- C.** All parking areas and drives shall be paved if public use is intended.
- D.** Driveways and other accesses to a public way whether to be constructed or altered in any way shall require a driveway permit issued by the applicable agent. The agent shall determine, and so state on the permit, any additional terms and specifications required for such construction.
- E.** Driveways and other accesses to Class I, III or the State maintained portion of Class II highway shall require the applicant to receive a construction permit from the State.

- F.** Streets shall be logically related to the topography so as to produce usable and developable lots, reasonable grades and safe vehicular travel. All streets must be arranged to maximize the aesthetically pleasing characteristics of the land and/or development.
- G.** The Board may require improvement of existing access/egress points to provide safe flow onto abutting streets. Off-site requirements may be required, such as, but not limited to, pavement width, deceleration lanes, curbing or signal devices.
- H.** Traffic circulation, pedestrian access, parking and loading facilities and emergency and fire access shall be designed and located to ensure safety on the site.
- I.** All streets or access ways shall be constructed to Town specifications as set forth in Fremont Subdivision Regulations. All streets shall meet the inspection criteria as defined in the Fremont Subdivision Regulations.
- J.** Provision shall be made to store snow which has been plowed on-site during the winter months, and such provisions shall be shown on the site plan.
- K.** Sidewalks must be provided for pedestrian traffic to permit passageway between the entrances of the establishments and parking areas. All such sidewalks must be at least six (6) inches above grade and have protective curbing. The design must include means for access by handicapped persons.
- L.** Drives and parking areas must be constructed to the following minimum specifications:
  - 1.** Loam and/or yielding material must be removed to a depth of no less than fourteen (14) inches below finished grade.
  - 2.** Bank run gravel sub-base of six (6) inches must be applied or compacted, followed by a six (6) inch base of crushed gravel, then compacted and rolled true to grade lines with a roller weighing not less than twelve (12) tons.
  - 3.** A two (2) inch binder course and a one (1) inch wearing surface of bituminous concrete pavement must be installed with a self-propelled mechanical spreader and rolled by a tandem roller with not less than two-hundred eighty-five (285) pounds per inch of wheel width.
  - 4.** Parking lot Pavement Grades:
    - a. Minimum slopes for all applications shall be one (1%) percent (on a case-by-case basis, designs may be approved using one half of one (0.5%) percent dependent upon the recommendation of the Town's Consulting Engineer and approval by the Planning Board).
    - b. Maximum slopes for the following applications shall apply:

1. On-Street parking (perpendicular, parallel, diagonal, etc) shall not exceed six (6%) percent in any direction.
2. Off-street parking lots, parking pods or clusters, etc. shall not exceed four (4%) percent slope in any direction.

Prior to placing select gravels, the Town's consulting Engineer shall witness a proof rolling of the graded, compacted subgrade. If any areas show signs of weaving, pumping, or ribboning, the material shall be removed and replaced with stable fill material.

Prior to importing the select gravels an ASTM approved washed sieve must be completed to verify that each gravel meets the specified gradation requirements on the approved plans.

All granular fill placed, to achieve the approved subgrade elevation, bankrun gravel and crushed gravel lifts shall be compacted to at least ninety five (95%) percent of the modified proctor.

#### **M.**

Sufficient areas shall be provided for easy access into and out of the parking spaces.

- All parking lot designs must consider the current ADA regulations, as required by the State of NH. Should a conflict arise between these standards referenced in tables 1.15.M 1 and 1.15.M 2 and the ADA, the more stringent shall apply.
- The applicant must demonstrate that appropriate space has been provided has been for anticipated delivery needs.

The following parking lot design standards shall be used:

- The designs of smaller, separated parking lots are encouraged, rather than large contiguous parking lots. Additionally, during design review, the Board may request that some or all of the parking be designed to the rear of the site, so the building and other improvements assist in providing a permanent visual screen for the parking area.
- All parking areas within ten (10) feet of any property line may, at the discretion of the Planning Board, be required to have a curb or tire bumper no less than four (4) feet from the lot lines for property protection.
- Any fixture used to illuminate any parking area shall be so arranged as to direct the light away from the street and away from adjoining premises used for residential purposes.
- Parking areas shall be so designed that backing or maneuvering can be safely and adequately accomplished on the premises. If requested, a plan showing the movements of applicable vehicles must be provided for review and approval. A buffer of at least eighteen (18") inches must be provided between all curb lines, buildings, and parking spaces and the overhang of the subject vehicle.
- All spaces perpendicular or diagonal to sidewalks shall have wheel stops installed to limit vehicular encroachment into the sidewalk and provide a minimum three foot wide travel way. Other options may include a wider sidewalk, or a grass strip between the stop/curbing and the sidewalk.

Individual Parking Spaces: - Table 1.15 M 1

<b>Description</b>	<b>Width</b>	<b>Length</b>
Grocery markets, building supply stores or warehouses and any other commercial application where it can be demonstrated to the board that the use of carts or carriages to move goods to parked vehicles:	10'	22'
Professional park/office building or similar use where it can be demonstrated to the board that the majority of the vehicles are employees and the cycling parking rate is low:	9'	18'
Retail or similar use where it can be demonstrated to the board that a high cycling parking rate is assumed:	10'	20'
Within a retail use, employee parking that is physically separated and properly signed as "employee parking only":	9'	18'
Residential site plans:	10'	20'

Parking Isle Widths: Table 1.15 M 2

<b>Description</b>	<b>Width</b>
All two-way travel applications:	24'
All one-way travel applications:	18'

## **N.**

### **Parking Lot Landscaping / Screening**

The purpose of this section is for screening between lots. All or some of the requirements in this section may be required at the discretion of the Planning Board.

- a. Front landscaping areas are intended to enhance the appearance of the use on the lot but not to screen the use from view. A front landscaped area shall be required. The required landscaped area shall be covered with grass or other ground cover and shall include trees and shrubs all of which shall be selected to withstand salt and other typical roadside pollution. At a minimum, one shade tree having a caliper of two (2) inches and a height of six (6) feet shall be planted for each fifty (50) feet or fraction thereof of lot frontage.
- b. Where lot size and shape or existing structures make it feasible to comply with a front landscape area for landscaped parking area, the Planning Board may substitute planters, plant boxes for pots containing trees, shrubs and/or flowers to comply with the intent of this regulation.

- c. In all commercial and industrial zones, the required front yard, except for the driveway, shall be landscaped a minimum of ten (10) feet back from the front lot line. View from public streets of large parking lots should be screened with low two and one half (2 ½) foot to four (4) foot evergreen shrubs, densely twigged deciduous shrubs, evergreen trees, mounds, berms, walls, or a combination thereof, provided that adequate sight distance is maintained.
- d. Buffer areas shall contain sufficient existing vegetation as approved by the Planning Board or be planted with evergreen type plantings of such height, spacing and arrangement as, in the judgment of the Planning Board, will effectively screen the activity on the lot from the neighboring residential area. At a minimum the planting shall consist of trees six (6) feet in height planted at intervals of ten (10) feet on center. Non-evergreen plantings may be included to supplement evergreen planting, but not to take its place.
- e. An earthen berm, wall or fence of location, height, design, and material approved by the Planning Board may be proposed to be substituted for any portion of the required planting and/or buffer area requirements. All plants in the buffer area shall be permanently maintained by the owner\ occupants so as to maintain a dense screen year-round.
- f. A landscaped area shall be provided along the perimeter of any parking area except where the parking area is functionally integrated with adjoining parking areas on abutting lots. The landscaped area shall have a minimum dimension of five (5) feet, shall be planted with grass or shrubs, and shall include at least one deciduous tree of not less than two (2) inch caliper, at least 6 feet in height for every fifty (50) feet along the perimeter of the parking area.
- g. When the proposed use on a site presents the potential for obtrusive sound or noise pollution to adjoining lots, appropriate sound buffering shall be incorporated into the site design. The use of walls, berms, fencing, dense plantings, or a combination thereof may be required.
- h. Landscape areas shall be provided within parking areas to provide visual and climatic relief from broad expanses of pavement. In addition to the front landscaped area and buffer area requirements, parking areas shall comply with the following minimum standards.
- i. All uses providing twenty (20) or more off-street parking spaces shall have at least five (5%) percent of landscaped open area within the paved portion of the parking area. This does not include perimeter planting.

#### **1.15-1 OFF-STREET PARKING**

- A. In all districts, in connection with every manufacturing business, institutional, recreational, residential or any other use, there shall be provided, at the time any new building or structure is erected, off-street parking spaces for automobiles in accordance with the requirements set forth herein.

- B. Any change of use of a premise, or expansion of building size, to non-residential use and/or multi-family use, or to another substantially different non-residential use, or any expansion of the number of such multi-family or non-residential uses, shall provide off-street parking as required herein.
- C. Except that the Planning Board may grant reductions in required off-street parking spaces in conjunction with its site plan review if the applicant submits proposals for shared parking spaces or increases parking lot screening. The intent of this provision is to grant discretionary review authority to the Planning Board in order to promote the conservation of open space lands and increase parking lot buffers without increasing the use of on-street parking.
1. Size and Access: Each off-street parking space shall be rectangular, nine feet by nineteen feet exclusive of access drives or aisles, and shall be of usable shape and condition.
  2. Number of Parking Spaces Required: The number of off-street parking spaces, to the extent of floor area devoted to each specific use, shall be as set forth in the Off-Street Parking Schedule 5.6.4.
  3. Off-Street Parking: Off-street parking areas shall be screened from adjoining residential properties in accordance with Article 5.9.1 General Landscaping Regulations – Unenclosed Uses.

D. Off-Street Parking Schedule:

USE	REQUIRED PARKING SPACES
Boarding and Rooming Houses	1 for each sleeping room
Churches	1 for each 3.5 permanent seats
Community Buildings and Social Halls	1 for each 200 square feet of floor area
Dwelling Units	2 for each dwelling unit plus one (1) additional space for guest parking for each two (2) multi-family dwelling units.
Elderly Housing	1 for each dwelling unit
Healthcare District	2.8 spaces per bed for hospital. 4 spaces for each

1,000 sq. ft of out patient facilities (excluding storage, utility and maintenance areas). 5 spaces per 1,000 sq. ft of gross floor area for medical offices (excluding storage, maintenance and utility areas) 0.8 spaces for each nursing home bed. 3 spaces for each 2 living units for elderly housing with available healthcare facilities or services.

Home Occupations	1 for each 200 square feet, or part of floor space used for home occupation
Manufacturing Plants, Research or Testing Laboratories	1 for each employee in the maximum working shift
Motels, Hotels	3 for each 2 units
Office	1 space for each 250 square feet of floor space
Professional/Tech Park	3 for each 1,000 sq. ft. of gross floor area
Restaurants, Bars and Night Clubs	1 for each three seats
Retail Stores, Store Groups, Shops, other than offices, etc.	1 space for each 200 square feet of floor space
Schools - Elementary and Junior High	1 for each 15 classroom seats
Schools - Senior High	1 for each 5 classroom seats
Schools - Private Dormitories	1 for each 4 beds
Theater	1 for each 3.5 seats
Wholesale Establishments or Warehouses	1 for each employee in the maximum shift; the total parking area shall not be less than 25 percent of the building floor area

- E. Off-Street Loading: In any district, in connection with every building, or building group or part thereof thereafter erected and having a gross floor area of over 4,000 square feet or more, which is to be occupied by manufacturing, or commercial uses or other uses similarly requiring the receipt or distribution by vehicles of material or merchandise, there shall be provided and maintained, on the same lot with such building, off-street loading berths or unloading berths. The required number of loading/unloading berths shall be determined in accordance with the applicable terms of the 'Site Plan Review Regulations.

## 1.15-2 DARK SKIES

### LIGHTING REQUIREMENTS

All public and private outdoor lighting associated with Site Plan Review installed in the Town of Fremont shall comply with the requirements specified below.

#### I. PURPOSE

The intent of this regulation is to maintain the rural character of Fremont, in part by preserving the visibility of night-time skies, and to minimize the impact of artificial lighting on nocturnal wildlife. This regulation recognizes the importance of lighting for safety and security while encouraging energy efficiency, and promotes good neighborly relations by preventing glare from outdoor lights from intruding on nearby properties or posing a hazard to pedestrians or drivers.

#### II. DEFINITIONS

**Direct Light:** Light emitted directly from the lamp, off of the reflector or reflector diffuser, or through the refractor or diffuser lens, of a luminaire.

**Fixture:** The assembly that houses the lamp or lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

**Lamp:** The component of a luminaire that produces the actual light.

**Luminaire:** A complete lighting assembly that includes the fixture and its lamp or lamps.

**Flood or Spotlight:** Any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

**Glare:** Light emitting from a luminaire with intensity great enough to reduce a viewer's ability to see and, in extreme cases, causing momentary blindness.

**Height of Luminaire:** The height of a luminaire shall be the vertical distance from the ground directly below the centerline of the luminaire to the lowest direct-light-emitting part of the luminaire.

**IESNA:** Illuminating Engineering Society of North America.

**Indirect Light:** Direct light that has been reflected or has scattered off of other surfaces.

**Light Trespass:** The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

**Lumen:** A unit of luminous flux. One foot candle is one lumen per square foot. For the purposes of this regulation, the lumen-output values shall be the initial lumen output rating of a lamp.

**Outdoor Lighting:** The night-time illumination of an outside area or object by any manmade device located outdoors that produces light by any means.

**Temporary Outdoor Lighting:** The specific illumination of an outside area or object by any manmade device located outdoors that produces light by any means for a period of less than seven (7) days with at least one hundred and eighty (180) days passing before being used again.

### III. OUTDOOR LIGHTING DESIGN

- A. Any luminaire emitting more than eighteen hundred (1800) lumens (with seventeen hundred (1,700) lumens being the typical output of a one hundred (100)-watt incandescent bulb) shall be fully shielded so as to produce no light above a horizontal plane through the lowest direct light-emitting part of the luminaire. (Such fixtures usually are labeled Dark Sky Certified or Compliant.)
- B. Any luminaire with a lamp or lamps rated at a total of *more than* eighteen hundred (1800) lumens, and all flood or spot lights with a lamp or lamps rated at a total of *more than* nine hundred (900) lumens, shall be mounted at a height equal to or less than the value  $3 + (D/3)$  where D is the distance in feet to the nearest property boundary. The maximum height of the luminaire shall not exceed twenty (20) feet.
- C. Any luminaire with a lamp or lamps rated at eighteen hundred (1800) lumens *or less*, and all flood or spot lights with a lamp or lamps rated at nine hundred (900) lumens *or less*, may be used without restriction to light distribution or mounting height, except that, to prevent light trespass, if any flood or spot light is aimed, directed or focused so as to cause direct light from the luminaire to be directed toward residential buildings on adjacent or nearby land, or to create glare perceptible to pedestrians or persons operating motor vehicles on public ways, the luminaire shall be redirected, or its light output reduced or shielded, as necessary to eliminate such conditions.



- D. Any luminaire used to illuminate a public area such as a street or walkway shall utilize an energy efficient lamp such as a low pressure sodium lamp, high pressure sodium lamp or metal halide lamp. Mercury vapor lamps shall not be used due to their inefficiency and high operating costs and toxic mercury content.
- E. Luminaires used in public areas such as roadway lighting, parking lots and for exterior building illumination shall be designed to provide the minimum illumination recommended by the IESNA in the most current edition of the IESNA Lighting Handbook.
- F. To protect light-sensitive wildlife habitats, artificial lighting in or on the periphery of areas identified as such by the NH Fish and Game Department shall be minimized and fully shielded to prevent any emission above a horizontal plane through the lowest light-emitting part of a luminaire.
- G. Whenever practicable, outdoor lighting installations shall include timers, dimmers, and/or motion-sensors to reduce overall energy consumption and eliminate unneeded lighting, particularly after 11 p.m.
- H. Moving, fluttering, blinking, or flashing, neon or tubular lights or signs shall not be permitted, except as temporary seasonal holiday decorations. Signs may be illuminated only by continuous direct white light with illumination confined to the area of the sign and directed downward.
- I. Luminaires mounted on a gas station canopy shall be recessed in the ceiling of the canopy so that the lens cover is recessed or mounted flush with the ceiling of the canopy and fully shielded. Luminaires shall not be mounted on the sides or top of the canopy, and the sides or fascia of the canopy shall not be illuminated.

#### IV. EXEMPTIONS

- A. Luminaires used for public-roadway illumination may be installed at a maximum height of twenty five (25) feet and may be positioned at that height up to the edge of any bordering property.
- B. All temporary emergency lighting needed by the police, fire or other emergency services, as well as all vehicular luminaires, shall be exempt from the requirements of this regulation.
- C. All hazard warning luminaires required by federal regulatory agencies are exempt from the requirements of this article, except that all such luminaires used must be red and must be shown to be as close as possible to the federally required minimum lumen output requirement for the specific task.
- D. Luminaires used primarily for signal illumination may be mounted at any height required to ensure roadway safety, regardless of lumen rating.
- E. Seasonal holiday lighting and illumination of national and state flags shall be exempt from the requirements of this regulation, providing that such lighting does not produce glare on roadways and neighboring residential properties.

- F. Installations existing prior to the enactment of this regulation are exempt from its requirements. However, any changes to an existing lighting system, fixture replacements, or any grandfathered lighting system that is moved, must meet these standards.

## V. TEMPORARY LIGHTING

A. Any temporary outdoor lighting for construction or other purposes that conforms to the requirements of this article shall be allowed. Non-conforming temporary outdoor lighting may be permitted by the planning board after considering:

1. The public and/or private benefits that will result from the temporary lighting.
2. Any annoyance or safety problems that may result from the use of the temporary lighting.
3. The duration of the temporary non-conforming lighting.

## VI. PUBLIC AREA AND ROADWAY LIGHTING

Installation of any new public area or roadway lighting fixtures other than for traffic control shall be permitted only by decision of the planning board, following a duly noticed public hearing.

### 1.16 WASTE DISPOSAL, WATER SUPPLY, AND DRAINAGE

- A. It must be shown that sewage disposal systems can comply with the requirements of RSA 149-E and with such rules and regulations as may be established by the New Hampshire Water Supply and Pollution Control Commission and the Town of Fremont.
- B. The Board may require approval for individual lot/site sewage disposal systems. The Board may also require an acceptable plan indicating location of such systems.
- C. It must be shown that on-site well systems can comply with the existing Fremont Zoning Ordinance and State Water Pollution Control and/or Department of Environmental Services regulations.
- D. The proposed site may require an appropriate water supply source for the purpose of fire prevention and control. The water supply system must be such that it will provide for hydrant hook up with roadway access. Cisterns type and size must be stated. Hydrants must be such as to provide for strategic placement. Hydrant locations will meet set back requirements in effect at the time. A site specific design and review must be submitted to and approved by the Rockingham County Conservation District. Proper right-of-way easement rights must be supplied for maintenance of piping and water source. Sufficient off- street access/parking of no less than fifteen (15) feet deep by twenty (20) feet in length must be provided.
- E. The manner of safe waste disposal must be specified on the site plan. Litter and/or garbage collection and holding areas must be secured. All outdoor storage areas and trash receptacles must be located or screened to prevent visibility from within the

parking area and neighboring properties. The use of either fencing or hedges is permitted; however, as a condition of approval, the Planning Board may require earth berms and plantings of shrubs and/or trees.

- F. An adequate surface storm water drainage system must be provided. Storm drainage shall be carried to existing watercourses or connect to existing storm drains where feasible. Necessary easements must be obtained for all off-site drainage ways and shall be shown on the plan. No increase in surface run-off shall be permitted if such run-off passes beyond the property lines unless adequate provisions such that connections to existing watercourses and/or storm drains are provided.

Storm sewers and drainage facilities must be based upon a design flow with a minimum return interval of a twenty five (25) year/ twenty four (24) hour storm. Retention structures, such as holding ponds, sedimentation ponds, etc, must be designed to fifty (50) year/twenty four (24) hour storm standards. (Reference Urban Hydrology for Small Watersheds, Technical release #55, as amended).

Leaching (French, trench or dry well, etc) type drains shall not be allowed for the purpose of draining surface water from any street that will, or has the potential to, become the property of the Town.

#### **1.17 SPECIAL FLOOD PROTECTION PROVISION**

If any part of the area of the proposed site plan or development lies within the boundaries of the Special Flood Hazard Area, as shown on the map on file in the Planning Board Office the following special criteria shall apply:

- A. Any such identified area shall be so noted on all presentations and final plats.
- B. Total acreage and square footage shall be noted as a part of the total area and as part of individual building lots.
- C. Drainage and drainage structures shall be constructed in a manner to accommodate a so-called one hundred (100) year interval flood.
- D. Systems for the supply of water or the discharge of wastewater shall be constructed in a way which will prevent the infiltration of floodwater and contamination of water supplies or backup of wastewater from a one hundred (100) year interval flood.
- E. The site shall be so laid out that sites for buildings will either:
  - 1. Not be located in the flood hazard area, or if a building is to be located within the flood hazard area, it shall be constructed in such a fashion that neither the structure nor its essential utilities will be harmed by a one

- hundred (100) year interval flood.
2. Restrictions necessary to achieve the goals of this Section shall be placed on the plan or shall accompany the plan in writing and be referenced by it on the plan.

#### **1.18 SITE PLAN DEVELOPMENT AGREEMENT**

The Applicant is required to enter into and execute the most recent version of the Town of Fremont Site Plan Development Agreement with the Planning Board, prior to final approval of the plan and prior to the commencement of any construction activities.

#### **1.19 SITE PLAN COMPLIANCE MONITORING - 2**

- A. The Planning Board shall require the site construction for residential and commercial site plans to be monitored by the Town's consulting Engineer.
- B. The Applicant shall submit the required surety for review and approval and provide the estimated monitoring escrow.
- C. The Planning Department shall schedule a preconstruction meeting. The following shall attend:
  1. Applicant/Owner
  2. Design Engineer
  3. Contractor
  4. Applicable Town Department Heads
  5. Town's Consulting Engineer

Prior to scheduling the preconstruction meeting the applicant shall provide to the Town:

1. The required copies of approved plans
  2. The site plan compliance monitoring escrow
  3. Acceptable form of surety
  4. Estimated construction schedule, completed by the Applicant's Contractor
  5. Stamped shop drawings for applicable structures (fire cisterns, box culverts, retaining walls, etc.)
- D. The Town's Consulting Engineer shall monitor the following items (but not limited to), on a part-time basis:
  1. Erosion control (construction entrance, silt fence, etc)
  2. Clearing and grubbing
  3. Cuts and fills
  4. Subgrade
  5. Drainage
  6. Gravels
  7. Pavement and pavement striping
  8. Guardrail
  9. Retaining walls
  10. Site lighting
  11. Landscaping

- 12. Off-site improvements
- 13. As-Built review
- 14. Other (as applicable, per project)

- E.** Design Changes – Any proposed changes to the approved plans must be proposed to the Town prior to constructing the revised improvements. The Town staff must approve the proposed changes; however, if the proposed changes are deemed to be significant, by the Staff, the Applicant may be required to present the changes to the Planning Board for their approval. All changes, technical in nature shall be subject to review by the Town’s Consulting Engineer. Minor, technical changes may be approved in the field by the Town’s consulting engineer.
- F.** Building Permit issuance – Prior to the Town issuing building permit(s) for the project, the Town’s Consulting Engineer shall visit the subject site and provide a written recommendation to the Planning Board regarding the adequacy of the vehicular access to the building site for inspection and safety/emergency vehicles. The access road and/or travel way to the building site must be at gravel grade, compacted and graded. All underground utility crossings must be installed and no trenching / excavation may be conducted within the travel way and/or access through the site, blocking access for inspections and/or safety vehicles and personnel.
- G.** Surety reductions or release – See Subdivision Regulations
- H.** Certificate of Occupancy (CO) issuance – The Town’s Consulting Engineer shall issue a memo recommending the issuance of the CO(s) for the project. Prior to issuing the memo, all site work shall be completed. The only item that may be incomplete, due to winter weather constraints is the required landscaping. If the landscaping is not complete, the applicant must agree, in writing, to install the landscaping during the following spring growing season. Additionally, the written agreement must recognize that if the landscaping is not installed by the agreed date, the Town will use the project surety to have the landscaping installed by an independent contractor.

All costs relating to the site plan compliance monitoring by the Town’s Consulting Engineer shall be the responsibility of the Applicant/Developer and will be paid from escrow funds held by the Town.

## **1.20 FEES**

- A.** An application fee consistent with the Town of Fremont Fee Schedule shall accompany each application for site review.  
  - Elderly Housing:** See Town of Fremont Fee Schedule.
  - 1.** An application fee consistent with the Town of Fremont Fee Schedule shall accompany each application for minor amendments and waivers to any approved Site Plan Review.
- B.** An application shall include an additional fee consistent with the Town of Fremont Fee Schedule per abutter, applicant and anyone whose professional seal or stamp appears on the plan for the costs of all notice requirements including the cost of postage for certified mail, reproduction costs and any publication and/or

posting costs shall accompany each application.

- C. The Planning Board may require the applicant to pay costs of special investigative studies which may be necessary for the Planning Board to evaluate properly the impact of a proposed site plan/subdivision.
- D. The applicant, by written agreement with the Board at the time of application, or by virtue of the application, shall pay all costs to defray expenses incurred by the Board for engineering assistance or consultation regarding the proposed site plan/sub-division. These costs shall be paid during the review of the site plan/subdivision, depending on nature of the cost and subsequent activities, but is required prior to approval and signing of the final plat. A prepayment in the form of a cash escrow for estimated contract services must be provided.
- E. All Town activities and cost shall be reimbursed to the Town of Fremont at the then going rate for such service within the Town.

#### **1.21 BONDING**

A performance bond in the **AMOUNT AND FORM** agreeable by the Board of Selectmen and approved by Town Counsel shall be posted to cover proposed improvements, including, but not limited to roadways, landscaping, drainage facilities, etc. No more than fifty (50%) percent of any performance bond filed with Town shall be released to the developer prior to the completion and acceptance by the Town of all bonded activities/improvements. All improvements must be completed within one (1) year of occupancy within the site unless otherwise previously agreed to by the Planning Board. All improvements must be completed within two years of the date of the building permit unless otherwise previously agreed to by the Planning Board. The Town of Fremont shall have the power to enforce such bonds through all appropriate remedies. No bond shall be released without the written consent of the Planning Board. Bonds shall be reviewed annually.

#### **1.22 FILING AND RECORDING THE FINAL PLAT**

- A. The drawings shall be certified by a registered land surveyor or engineer and shall be clearly and legibly drawn.
- B. The drawings shall be of a scale of not more than one hundred (100) feet to the inch.
- C. Adequate space shall be provided on the map for the necessary endorsement by the proper authorities.
- D. A margin of at least one inch shall be provided outside ruled border lines on three sides and at least two (2) inches along the left side, or as required by the Registry of Deeds.

- E.** The size of the sheets shall conform to the requirements of the Registry of Deeds of Rockingham County for filing.
- F.** Sufficient data acceptable to the Planning Board to determine readily the location, bearing and length of every line, lot line, boundary line, and be able to reproduce such lines on the ground.
- G.** All dimensions shall be bound to hundredths of a foot and bearings to at least half minutes. The error of closure shall not exceed one (1) to ten thousand (10,000).
  - 1.** All Mylars to be recorded must be pre-approved by the Rockingham Registry of Deeds.
- H.** No later than three (3) business days after the date of final approval the Planning Board Secretary or assigns shall transmit the approved and signed plans of the final plat for filing to the Fremont Planning Board/Town of Fremont. A minimum of four (4) copies of the signed plan/plat shall be provided. Final plat must contain attested approval by the Fremont Planning Board. Such copies must be submitted to and received by the Town of Fremont **PRIOR TO ANY SUBSEQUENT ACTIVITY WITHIN THE SITE.**
- I.** The applicant/developer shall supply six (6) additional copies of the microfilm reduced size productions of the filed plat for use by emergency departments in the Town during development and familiarization of new streets, accesses and structures.
- J.** The applicant will be responsible for all recording assessments and fees.
- K.** Notice of Decision to be recorded at the Registry of Deeds and reference the Deed.

### **1.23 WAIVER**

The Planning Board, at a public hearing for which proper notice has been given, may waive such requirements of the foregoing regulations as it determines:

- A.** Pose an unnecessary hardship to the applicant and;
- B.** Are not a requisite to the interest of public health, safety, general welfare and;
- C.** Which do not conflict with the spirit and intent of the regulations, and;
- D.** Do not conflict with the Fremont Zoning Ordinance (or a variance has been granted by the Board of Adjustment).

When making its determination as to any waiver, the board shall take into consideration the prospective character of the development and of abutting properties. Special circumstances and conditions relating to a particular site plan/subdivision must be evident.

When the applicant desires the waiver of any submission requirement of the foregoing Regulations, he shall include, at the time of application, a request in writing therefore with a statement of reasons for such request, with the application for approval. The Planning Board may reject all and any requests.

Costs for any additional public hearing held for the purpose of such waivers shall be assessed to the applicant.

#### **1.24 APPROVAL**

The board shall act upon the site plan/subdivision in one of the following ways:

- A.** Approval
- B.** Disapproval
- C.** Conditional Approval upon completion to the satisfaction of the Board of required improvements and/or conditions.

#### **1.25 FINES**

**The provisions of RSA 676:17 shall be applicable.**



## **CHAPTER 2**

### **FREMONT VILLAGE DISTRICT**

### **SITE PLAN REVIEW REGULATIONS**

- 2. FREMONT VILLAGE DISTRICT:** The intent of the following design standards is to provide additional criteria for development within the Fremont Village District. These standards will serve to ensure that new development within the Fremont Village District is compatible with the community's vision of a walkable Town center, by promoting high standards of design that will encourage the preservation of Fremont's rural character and enhance the overall quality of life through well-integrated mixed-use development that incorporates business, retail, and residential structures into a village setting.

#### **2.1 Architecture.**

- 2.1.1 Structures in the Fremont Village District shall be architecturally compatible, and be designed to visually integrate the development and uses within the district. Building styles shall be Georgian, Federal, Greek, Colonial-Cape, Colonial Revival or Victorian.
- 2.1.2 Architectural details shall also be visually compatible with vernacular New England architectural styles and building materials, and be designed to compliment nearby historic buildings.
- 2.1.3 Buildings within the Fremont Village District are required to have variations in building mass, elevation, and architectural features in order to give each building within the Fremont Village District a distinct character.
- 2.1.4 Architectural materials, features and the articulation of a façade of a building are to be continued on all sides visible from a publicly traveled street or walkway.
- 2.1.5 The front façade of a building shall face onto a street or square. All buildings except accessory structures should have their main entrance open on a street or square.
- 2.1.6 All utility cable/telephone boxes shall be unobtrusively located on the least publicly accessed side of the building.
- 2.1.7 Building positions shall relate to adjacent existing and proposed structures.

#### **2.2 Motor Vehicle Circulation**

- 2.2.1 Motor vehicle circulation shall be designed to minimize conflicts with pedestrians and bicyclists.
- 2.2.2 Rights-of-ways and vehicular access easements are encouraged to vary in dimension and/or alignment. Each street will be separately detailed in the final construction plans.
- 2.2.3 Streets shall enhance the visual impact of common open spaces and prominent and historic buildings.
- 2.2.4 Street design and layout shall promote connectivity.
- 2.2.5 Streets are to be classified as a local street or collector street. (design specification can be found in Fremont Subdivision Regulations) Local streets shall provide primary access to residential and mixed use areas. Collector streets provide the primary access to the Fremont Village District. Traffic calming designs are encouraged as well as on-street parking (parallel or diagonal) to slow traffic.
- 2.2.6 All collector and local streets shall have pedestrian sidewalks.
- 2.2.7 Granite or cobblestone curbing is required on all local and collector street designs.

## **2.3 Pedestrian Circulation**

2.3.1 All plans shall incorporate safe and convenient pedestrian access to open spaces, as well as residential areas, commercial buildings, and parking lots within the development and shall provide connections to existing trails and walkways adjacent to the district.

2.3.2 All sidewalks shall be designed with considerations to pedestrian safety, handicapped access, and visual quality.

2.3.3 The following provisions apply to all streets bordered with sidewalks;

1. Sidewalks in all areas. Clear and well-lit walkways shall connect building entrances to adjacent public sidewalks and associated parking lots. Such walkways are to be a minimum of five (5) feet in width.
2. Accessibility. Sidewalks are to comply with the applicable requirements of the Americans with Disabilities Act.
3. Crosswalks. Intersections of sidewalks with streets are to be designed with clearly defined edges. Crosswalks shall be well-lit and clearly marked with contrasting paving materials and/or with striping.
4. Streetlights along sidewalks shall be designed to a pedestrian scale.

2.3.4 All plans shall achieve a sense of human scale and interest that encourages activity and walking throughout the district.

## **2.4 Parking Lots**

2.4.1 Parking areas should be located to the side and rear of buildings.

2.4.2 When possible, parking areas are to be shared with adjacent buildings. Large parking areas are discouraged.

2.4.3 Provisions for the parking of bicycles in locations that are safely segregated from automobile traffic shall be included in all parking lots.

2.4.4 Parking areas shall include defined landscaped strips along public sidewalks and open space, as appropriate.

2.4.5 Appropriately sized landscaped islands shall be used to separate large parking areas. Shade trees are encouraged within parking lots and the surrounding areas.

## **2.5 Open Space**

2.5.1 Each Fremont Village District proposal shall incorporate an appropriate amount of land as open space designated for recreational use. The land can vary in size and use, ranging from small pocket parks and playgrounds to larger greens or commons.

2.5.2 Open space shall be integrated into the overall design of the development with careful thought as to access. The location of the open space shall enhance the layout of buildings and streets throughout the district.

2.5.3 Recreational areas shall be furnished with walkways, benches, lights, playgrounds and landscaping as required.

2.5.4 Where non-residential uses in the Fremont Village District abut existing residential uses, additional buffers beyond the required fifty (50) foot buffer may be necessary.

## **2.6 Landscaping**

2.6.1 A landscaped buffer strip may be required between adjoining uses within the Fremont Village District. This buffer strip is to be planted with combinations of groundcovers, trees, and shrubs of appropriate heights

Trees within the buffer shall be of one or more of the following: Hickory, Norway Maple, Oak, Hemlock, Elm, Blue Spruce, Frasier Fir, Balsam Fir or Ash.

2.6.2 Exposed storage areas, service areas, utility buildings and truck loading areas are to be screened from adjacent properties using plantings, fences, and other methods compatible with the goals of these standards.

## **2.7 Signs**

2.7.1 General. All signs must be consistent with the overall design of the development, and should be constructed of wood, granite, painted cast metal, bronze, brass, or other material consistent with the materials used in the building's façade or fixtures. Plastic panel rear-lighted signs are not permitted. Billboards are not permitted. Signs employing mercury vapor, low pressure and high-pressure sodium, and metal halide lighting are not permitted.

2.7.2 Unique and interesting designs are encouraged in the lettering and graphics of each sign. Signs may be attached to the building and project outward from the wall so long as the sign does not project outward from the wall to which it is attached more than eighteen (18) inches. Projecting signs must be at least ten (10) feet above the ground. Signs attached to the front façade shall not exceed the dimensions of the façade.

2.7.3 Height. The maximum permitted height of signs is fifteen (15) feet above the front sidewalk elevation, and shall not extend above the base of the second floor windowsill, parapet, eave, or building façade.

2.7.4 Freestanding signs shall only be permitted where the business is not attached to any other buildings.

2.7.5 Street address numbers shall be clearly marked in any new development and included in the design of the front façade or signage of individual buildings.

## **2.8 Sidewalks**

2.8.1 Sidewalks are required along all road frontages of new development. The width of the sidewalk shall be consistent with the prevailing pattern in the immediate neighborhood, provided that no new sidewalk shall be less than five (5) feet wide. Sidewalks shall be at least six (6) inches above grade and have protective curbing. Design must include access by handicapped persons.

## **2.9 Fremont Village District Development Plan**

2.9.1 The Fremont Village District will only be achieved through the coordination and the cooperation of the multiple stakeholders including developers, landowners, applicants, municipality and citizens. Each proposal that comes before the Planning Board needs to demonstrate how their plan will bring together previous and future development within The Fremont Village District.

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## APPENDIX “A” SUBMISSION & INFORMATION REQUIREMENTS CHECKLIST

*All applications must conform to the Fremont Zoning Regulations before jurisdiction can be taken by the Planning Board. (Section 1.12:B-1)*

*An amendment to any existing approved Site Plan Review plan shall be subject to all original conditions and approvals unless otherwise specified. (1.12-I:1)*

**An application shall include the following to be considered complete:**

SUBMISSION AND INFORMATION REQUIREMENTS (Section 1.13).

Major Minor (see section **1.8.1 Minor Site Plan Review**)

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A - Intended site plat must meet all relevant land use regulations in effect at the time of filing.  |
| <input type="checkbox"/> | <input type="checkbox"/> | B - Provide fees and letters as required in section 1.18.  |
| <input type="checkbox"/> |                          | C - Provide requested waivers as required in section 1.21.   |
| <input type="checkbox"/> | <input type="checkbox"/> | D - Provide a typed list of names and addresses of all abutters obtained from the Town records, to include applicant(s), not more than five (5) days before the date of submittal of the application.  |
| <input type="checkbox"/> |                          | E - <b>(Major)</b> Provide six (6) full size and eight (8) 11” x 17” sets of plans; at least two (2) of the full size plans will be colored.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>(Minor)</b> Provide eight (8) 11” x 17” sets of plans to the Fremont Planning Board.<br>All copies must have a plat revision system properly noted. All subsequent submissions must reflect proper plat revision.   |
| <input type="checkbox"/> |                          | F- Provide copies of all required State, Federal and Town approvals, including but not limited to: Dredge and Fill, State Highway access, Wetlands Board approval.   |
| <input type="checkbox"/> |                          | G- Provide topography maps indicating buildings, water courses, ponds, streams, standing water, exposed rock ledges, and other significant topography references to include natural and manmade features. Contours shall be depicted at two (2) foot intervals, referenced to sea level, reflective of US Geodetic Survey markers. |

Clear delineation’s of wetlands areas must be provided on all topography maps.

Clear delineation of all watershed protection districts must be provided on all topography maps and any septic design plans.

- ☐ ☐ H - Provide location and results of each test pit and percolation results shall be submitted to the Planning Board. Information summary with respect to soil conditions capable of supporting on-site water and waste disposal for each lot will be supplied. Test reference markers shall be put in place and maintained during the review process.
- ☐ I - Provide a plan for the type and location of solid/liquid waste disposal facilities.
- ☐ ☐ J - Provide an estimate/calculation of the road traveled mileage and route from the local fire and rescue department.
- ☐ ☐ K - Provide an estimate/calculation of the increased daily average automobile traffic within the Town.
- ☐ ☐ K – 1 - Provide an estimate of noise generations.
- ☐ L - Provide complete plans and profiles for all streets to include:
  - Curve data, horizontal and vertical at the street center lines.
  - Street data at fifty foot (50') intervals, to include cross sections.
  - Intersection, turn-around and/or cul-de-sac radii.
  - All Storm Drainage design.
  - Design of any bridges or culverts.
  - Proposed finished grades of streets and adjacent roadsides within the right-of-way.
- ☐ ☐ M - Provide an architectural rendering showing all elevation views of all proposed buildings and their exterior design. Provide plans reflecting shape, size, height and location of existing structures located on the site and within two hundred feet (200') of the site.
- ☐ N - Provide a parking areas and access plan sufficient for review to insure compliance to applicable standards as set forth in this document.
- ☐ N – 1 The location, size, direction of travel and, if appropriate, curbing, paving, and radii of existing and proposed streets, driveways, access ways and sidewalks within the site and its relationship to the off-site system.
- ☐ ☐ N- 2 The size, location and layout of all on-site parking, loading facilities and snow storage areas. The methods and actuals used to provide for directing of traffic patterns and parking.
- ☐ O - Provide a landscaping plan sufficient for review to insure compliance to applicable standards as set forth in this document. The location, type and size of

all proposed landscaping and screening as well as a plan for the retention of existing and significant natural features on the site.

- ☐ P - Provide a storm drainage plan, performed by a registered professional engineer, including a plan for the detention and slow release of storm water where necessary, together with supporting calculations. Reference section 1.16.
- ☐ Q - Provide plans for erosion and sediment control. No site plan shall be approved without plans for erosion and sediment control unless a written waiver is applied for and approved by the Planning Board.
- ☐ R- Provide mitigation strategies for all nuisance elements: ie: odor, noise, light, visual effects
- ☐ S - Provide general information and site plan format on all plats:
  - ☐ 1. Proposed site name, name of property owner of record and reference numbers
  - ☐ 2. Name, address and phone number of sub-divider and surveyor or engineer
  - ☐ 3. Date, north point, plat revision, property map references and reference numbers
  - ☐ 4. Names and addresses of owners of abutting properties
  - ☐ 5. Location and exact dimensions of all property lines
  - ☐ 6. Location, name and width of all existing and proposed streets, rights-of-way, or easements
    - ☐ A. Minor: Existing streets, rights-of-way or easements only.
  - ☐ 7. Sheet size in conformance with the requirements of the Rockingham County Register of Deeds. A margin of at least one inch shall be provided outside ruled border lines on three sides and at least two inches along the left side, or as required by the Register of Deeds
  - ☐ 8. A scale of not less than one (1) inch equals one hundred (100) feet.
    - ☐ A. Minor: Must be to scale; applicant may choose the scale.
  - ☐ 9. Space for the Planning Board Chairman and Secretary to sign and date the approved plans
  - ☐ 10. Tax map and parcel number, title and deed reference
  - ☐ 11. A locus map (no smaller than one (1) inch equals one thousand (1000) feet showing the location of the site in relation to the surrounding public street system and the zoning districts and boundaries for the site and the area within one thousand (1,000) feet of the site.
  - ☐ 12. Area, in acres and square feet, of the entire site of proposed site prior to development. Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, recreation area and area used
  - ☐ 13. Area, in acres and square feet, of each proposed site/lot.
    - Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of

- wetlands, and area used
- ☐ 14. Clear delineation of wetlands and watershed protection districts peripheral area must be provided.
- ☐ 14.1 Major only: Wetlands shall be delineated by a NH Licensed Wetland Scientist or Soil Scientist.
- ☐ 15. Iron rods, pipes, pins or drill holes must be so noted and placed at all lot corners and angle changes
- ☐ 16. Location of all land intended for public use and any conditions on such use.
- ☐ ☐ 17. Specify the number and type of non-residential units.
- ☐ ☐ Minor = one (1): Major = two (2) or more
- ☐ ☐ 18. Specify the water sources to be designated for fire protection and control. Define the adequacy of water supply for fire protection.
- ☐ ☐ 19. Hours of operation

- ☐ T- Provide Traffic Impact Analysis
- All proposed site plans shall be reviewed by the Planning Board to ascertain that adequate provisions have been made by the owner/agent for traffic safety and congestion. To facilitate this review, the Planning Board may require the developer to provide a full traffic impact analysis when deemed necessary by the Board due to the size, location or traffic-generating characteristics of the proposal.

Traffic impact analysis shall address each of the following:

- Traffic circulation and access, including adequacy of adjacent street and intersections, entrances and exits, traffic flow, sight distances, accident statistics, curb cuts, turning lanes and existing or recommended traffic signals.
- Pedestrian safety and access.
- Off-street parking and loading.
- Emergency vehicle access.
- Snow removal adequacy.

No site plan shall be approved without a traffic impact study and analyses unless a written waiver is applied for and approved by the Planning Board.

- ☐ ☐ U - The size and location of all public and private utilities including water lines, sewage facilities, gas lines, power lines, telephone lines, fire alarms connections, and other utilities.
- ☐ ☐ V - The location, size and design of proposed signs and other advertising or instructional devices.
- ☐ ☐ W - The location, type and design of outdoor lighting.

- ☐ X - Construction details, including but not limited to pavement, walks, steps, curbing, drainage and structures, fire hydrants, and erosion and sedimentation control techniques.
- ☐ Y- Other exhibits or data that the Planning Board required in order to evaluate adequately the proposed development; such as but not limited to:
  1. Information on the composition and quantity of wastewater generated.
  2. Information on air, water, or land pollutants, discharged
  3. Estimates of noise generations
  4. Special Submissions - Erosion and Sediment Control Plans
  5. Listing of all amounts and description of liquids, inflammables, and/or chemicals.
  6. A fiscal study/data relative to the potential impact too the Town may be required during the review process. Special provisions and/or plans may be required if found to bear a financial impact on the Town.

**YOU MUST SUBMIT A TYPED ABUTTERS MAILING LIST.** You are responsible for the accuracy of this list.

Please insure that your application supports the **PURPOSES** as noted in the **SITE REVIEW Regulations**. And that you have read, understand and complied with all aspects of the regulations. If you so desire, an opportunity for a **PRE-APPLICATION WORK SESSION** can be scheduled.



## APPENDIX "B"

### **CHECK LIST FOR PREPARING SITE PLAN REVIEW APPLICATION**

(processing of this application will be significantly delayed if it is not complete)

### **THIS CHECKLIST FORM MUST ACCOMPANY EACH APPLICATION**

(signed by the actual owner)

\_\_\_\_\_ **A detailed letter of intent**

\_\_\_\_\_ **Six (6) full size and eight (8) 11" x 17" sets of plans; at least two (2) of the full size plans will be colored.**

\_\_\_\_\_ **A typed current abutters list (checked at the Town Office)**

\_\_\_\_\_ **The proper check amount for fees consistent with the Town of Fremont Fee**

**Schedule – -currently**

**\$350.00** for the Site Plan Review Fee

**\$350.00** for total of the first three (3) units for Elderly Housing and

**\$50.00** for each additional Elderly Housing unit thereafter:

**A minimum application fee amount of three hundred and fifty (\$350.00)**

**dollars for up to one hundred thousand (\$100,000.00) dollars of**

**construction cost PLUS two (\$2.00) dollars per thousand over one hundred**

**thousand (\$100,000.00) dollars of construction as levied by the Town shall accompany each application for Site Review.**

**\$250.00** for each Site Plan Review Amendment

**\$115.00** for the advertising

**\$ 12.49** per abutter (**\$6.00 plus current postage**) The Abutters list shall include the actual owner, anyone whose stamp or seal appears on the plan, anyone whose property physically abuts or is directly across a street or river from the subject property) (see NH RSA 672:3)

\_\_\_\_\_ **Your list of requested waivers**

\_\_\_\_\_ **I do hereby certify that this application for a Site Plan Review meets all Fremont Zoning Regulation requirements.**

\_\_\_\_\_ **A copy of this application has been sent to the Town Engineer and to the Rockingham Planning Commission.**

\_\_\_\_\_ **I do hereby agree that I am responsible for all costs for engineering assistance and /or all consulting costs regarding this Site Plan Review as per 1.18-D of the Site Plan Review Regulations.**

\_\_\_\_\_  
signature:      Date:

The application must be sent via **certified mail** to:  
FREMONT PLANNING BOARD  
P.O. Box 120  
Fremont, New Hampshire 03044

**APPENDIX “C”  
TOWN OF FREMONT**

Colors for plans

Green = wetlands  
Blue = water  
Gray = pavement  
Brown = road shoulders/dirt drives  
Red = proposed changes  
Orange = existing lot lines  
Yellow = setbacks (to side & rear lot lines)  
Purple = well radius & septic location

## APPENDIX "D"

### **APPLICATION FOR MAJOR SITE PLAN REVIEW**

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Owner(s) of Property concerned: \_\_\_\_\_  
(If same as above, write "same")

Mailing Address: \_\_\_\_\_  
(If same as above, write "same")

Contact information:

Location of Property: \_\_\_\_\_  
(Map #, Lot # and Street Address)

Intent of Application:   Original Site Plan Review                   \_\_\_\_\_  
                                  Amendment to Existing Site Plan Review       \_\_\_\_\_

#### ZONING INFORMATION

Zoning District of Property: \_\_\_\_\_

Conditional Use Permit Required:       Yes\_\_\_\_\_ No\_\_\_\_\_

Is the property in the Aquifer Protection District? Yes\_\_\_\_\_ No\_\_\_\_\_

Is the property in the Flood Zone?                   Yes\_\_\_\_\_ No\_\_\_\_\_

#### **A Site Plan Review plan shall contain the following information, where applicable, to be considered complete:**

- [ ]     Intended site plat must meet all relevant land use regulations in effect at the time of filing.
- [ ]     Provide fees and letters as required in section 1.18
- [ ]     Provide requested waivers as required in section 1.21.
- [ ]     Provide a typed list of names and addresses of all abutters obtained from the Town records, to include applicant(s), not more than five (5) days before the date of submittal of the application.
- [ ]     Provide a minimum of six (6) full size and eight (8) 11" x 17" sets of plans; at least two (2) of the full size plans will be colored of the proposed layout/plan to the Fremont Planning Board. All copies must have a plat revision system properly noted. All subsequent submissions must reflect proper plat revision.
  - The size and location of all public and private utilities including water lines, sewage facilities, gas lines, power lines, telephone lines, fire alarms connections, and other utilities.
  - The location, size and design of proposed signs and other advertising or instructional devices.
  - The location, type and design of outdoor lighting.
  - Construction details, including but not limited to pavement, walks, steps, curbing, drainage and structures, fire hydrants, and erosion and sedimentation control techniques.

- [ ] Provide copies of all required State, Federal and Town approvals, including but not limited to: Dredge and Fill, State Highway access, Wetlands Board approval.
- [ ] Provide topography maps indicating buildings, water courses, ponds, streams, standing water, exposed rock ledges, and other significant topography references to include natural and manmade features. Contours shall be depicted at two (2) foot intervals, referenced to sea level, reflective of US Geodetic Survey markers.
  - Clear delineation's of wetlands areas must be provided on all topography maps. Clear delineation of all watershed protection districts must be provided on all topography maps and any septic design plans.
- [ ] Provide location and results of each test pit and percolation results shall be submitted to the Planning Board. Information summary with respect to soil conditions capable of supporting on-site water and waste disposal for each lot will be supplied. Test reference markers shall be put in place and maintained during the review process.
- [ ] Provide a plan for the type and location of solid/liquid waste disposal facilities. A fiscal study/data relative to the potential impact to the Town may be required during the review process. Special provisions and/or plans may be required if found to bear a financial impact on the Town.
- [ ] Provide an estimate/calculation of the road traveled mileage and route from the local fire and rescue department.
- [ ] Provide an estimate/calculation of the increased daily average automobile traffic within the Town.
- [ ] Provide complete plans and profiles for all streets to include:
  - Curve data, horizontal and vertical at the street center lines
  - Street data at fifty foot (50') intervals, to include cross sections
  - Intersection, turn-around and/or cul-de-sac radii
  - All Storm Drainage design
  - Design of any bridges or culverts
  - Proposed finished grades of streets and adjacent roadsides within the right-of-way.
- [ ] Provide an architectural rendering showing all elevation views of all proposed buildings and their exterior design. Provide plans reflecting shape, size, height and location of existing structures located on the site and within two hundred (200) feet of the site.
- [ ] Provide a parking areas and access plan sufficient for review to insure compliance to applicable standards as set forth in this document.
  - The location, size, direction of travel and, if appropriate, curbing, paving, and radii of existing and proposed streets, driveways, access ways and sidewalks within the site and its relationship to the off-site system.
  - The size, location and layout of all on-site parking, loading facilities and snow storage areas. The methods and actuals used to provide for directing of traffic patterns and parking.
- [ ] Provide and estimated number of cu yds of excavation material to be removed from your site as a result of your project.
- [ ] Provide a landscaping plan sufficient for review to insure compliance to applicable standards as set forth in this document.
  1. The location, type and size of all proposed landscaping and screening as well as a plan for the retention of existing and significant natural features on the site.

- [ ] Provide a storm drainage plan, performed by a registered professional engineer, including a plan for the detention and slow release of storm water where necessary, together with supporting calculations. Reference section 1.16.
- [ ] Provide plans for erosion and sediment control. No site plan shall be approved without plans for erosion and sediment control unless a written waiver is applied for and approved by the Planning Board.
- [ ] Provide Traffic Impact Analysis  
All proposed site plans shall be reviewed by the Planning Board to ascertain that adequate provisions have been made by the owner/agent for traffic safety and congestion. To facilitate this review, the Planning Board may require the developer to provide a full traffic impact analysis when deemed necessary by the Board due to the size, location or traffic-generating characteristics of the proposal.

Traffic impact analysis shall address each of the following:

- . Traffic circulation and access, including adequacy of adjacent street and intersections, entrances and exits, traffic flow, sight distances, accident statistics, curb cuts, turning lanes and existing or recommended traffic signals.
- . Pedestrian safety and access.
- . Off-street parking and loading.
- . Emergency vehicle access.
- . Snow removal adequacy.

No site plan shall be approved without a traffic impact study and analyses unless a written waiver is applied for and approved by the Planning Board.

- [ ] Provide general information and site plan format on all plats:
  - . Proposed site name, name of property owner of record and reference numbers
  - . Name, address and phone number of sub-divider and surveyor or engineer
  - . Date, north point, plat revision, property map references and reference numbers
  - . Names and addresses of owners of abutting properties
  - . Location and exact dimensions of all property lines
  - . Location, name and width of all existing and proposed streets, rights-of-way, or easements
  - . Sheet size in conformance with the requirements of the Rockingham County Register of Deeds. A margin of at least one inch shall be provided outside ruled border lines on three sides and at least two inches along the left side, or as required by the Register of Deeds
  - . A scale of not less than one (1) inch equals one hundred (100) feet.
  - . Space for the Planning Board Chairman and Secretary to sign and date the approved plans
  - . Tax map and parcel number, title and deed reference
  - . A locus map (no smaller than one (1) inch equals one thousand (1000) feet showing the location of the site in relation to the surrounding public street system and the zoning districts and boundaries for the site and the area within one thousand (1,000) feet of the site.
  - . Area, in acres and square feet, of the entire site of proposed site or subdivision. Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, recreation area and area used

- . Area, in acres and square feet, of each proposed site/lot.  
Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, and area used.
  - . Clear delineation of wetlands and watershed protection districts peripheral area must be provided.
  - . Iron rods, pipes, pins or drill holes must be so noted and placed at all lot corners and angle changes.
  - . Location of all land intended for public use and any conditions on such use.
  - . Specify the number and type of non-residential units
  - . Specify the water sources to be designated for fire protection and control. Define the adequacy of water supply for fire protection
  - . Tax Map reference numbers for each proposed lot, ie: original tax lot number 14.2, new proposed numbers = 14-2.1...-N.
  - . Hours of operation
- [ ] Other information may be required during the course of the review. Other exhibits or data that the Planning Board may require in order to evaluate adequately the proposed development; such as but not limited to:
- . Information on the composition and quantity of wastewater generated.
  - . Information on air, water, or land pollutants, discharged
  - . Estimates of noise generations
  - . Special Submissions - Erosion and Sediment Control Plans
  - . Listing of all amounts and description of liquids, inflammables, and/or chemicals.
- [ ] **SUBMIT: A TYPED ABUTTERS MAILING LIST.** You are responsible for the accuracy of this list.
- [ ] Submit: **APPENDIX “B” CHECK LIST FOR PREPARING SITE PLAN REVIEW APPLICATION**

Please insure that your application supports the PURPOSES as noted in the **SITE REVIEW** Regulations. And that you have read, understand and complied with all aspects of the regulations. If you so desire, an opportunity for a **PRE-APPLICATION WORK SESSION** can be scheduled.

Other items required as applicable;

- \_\_\_\_\_ N.H. Water Supply & Pollution Control Commission subdivision approval
- \_\_\_\_\_ N.H. Wetlands Board “Dredge & Fill” permit
- \_\_\_\_\_ N.H. Department of Transportation driveway access permit
- \_\_\_\_\_ Traffic impact analysis
- \_\_\_\_\_ Erosion and Sediment Control Plan
- \_\_\_\_\_ Stormwater runoff calculations

\_\_\_\_ Site Specific  
\_\_\_\_ Other State or Federal permits as required  
Notes:

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APPLICANT: \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX "E"

### **APPLICATION FOR MINOR SITE PLAN REVIEW**

**A Site Plan Review plan shall contain the following information, where applicable, to be considered complete:**

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Owner(s) of Property concerned: \_\_\_\_\_

(If same as above, write "same")

Mailing Address: \_\_\_\_\_

(If same as above, write "same")

Contact information:

Location of Property: \_\_\_\_\_

(Map #, Lot # and Street Address)

Intent of Application:   Original Site Plan Review                   \_\_\_\_\_

                                  Amendment to Existing Site Plan Review           \_\_\_\_\_

#### ZONING INFORMATION

Zoning District of Property: \_\_\_\_\_

Conditional Use Permit Required:       Yes\_\_\_\_\_ No\_\_\_\_\_

Is the property in the Aquifer Protection District? Yes\_\_\_\_\_ No\_\_\_\_\_

Is the property in the Flood Zone?                   Yes\_\_\_\_\_ No\_\_\_\_\_

#### SUBMISSION AND INFORMATION REQUIREMENTS (Section 1.13).

***In order for a project to be considered for a Minor Site Plan Review it must not require any criteria of a Major Site Plan Review.***

Major   Minor (see section **1.8.1 Minor Site Plan Review**)

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A - Intended site plat must meet all relevant land use regulations in effect at the time of filing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | B - Provide fees and letters as required in section 1.18.   |
| <input type="checkbox"/> |                          | C - Provide requested waivers as required in section 1.21.  |
| <input type="checkbox"/> | <input type="checkbox"/> | D - Provide a typed list of names and addresses of all abutters obtained from the Town records, to include applicant(s), not more than five (5) days before the date of submittal of the application. |



- ☐ E - (**Major**) Provide six (6) full size and eight (8) 11" x 17" sets of plans; at least two (2) of the full size plans will be colored.
- ☐ ☐ (**Minor**) Provide eight (8) 11" x 17" sets of plans to the Fremont Planning Board.  
All copies must have a plat revision system properly noted. All subsequent submissions must reflect proper plat revision.
- ☐ F- Provide copies of all required State, Federal and Town approvals, including but not limited to: Dredge and Fill, State Highway access, Wetlands Board approval.
- ☐ G- Provide topography maps indicating buildings, water courses, ponds, streams, standing water, exposed rock ledges, and other significant topography references to include natural and manmade features. Contours shall be depicted at two (2) foot intervals, referenced to sea level, reflective of US Geodetic Survey markers.  
  
Clear delineation's of wetlands areas must be provided on all topography maps. Clear delineation of all watershed protection districts must be provided on all topography maps and any septic design plans.
- ☐ ☐ H - Provide location and results of each test pit and percolation results shall be submitted to the Planning Board. Information summary with respect to soil conditions capable of supporting on-site water and waste disposal for each lot will be supplied. Test reference markers shall be put in place and maintained during the review process.
- ☐ I - Provide a plan for the type and location of solid/liquid waste disposal facilities.
- ☐ ☐ J - Provide an estimate/calculation of the road traveled mileage and route from the local fire and rescue department.
- ☐ ☐ K - Provide an estimate/calculation of the increased daily average automobile traffic within the Town.
- ☐ ☐ K – 1 - Provide an estimate of noise generations.
- ☐ L - Provide complete plans and profiles for all streets to include:
  - Curve data, horizontal and vertical at the street center lines.
  - Street data at fifty foot (50') intervals, to include cross sections.
  - Intersection, turn-around and/or cul-de-sac radii.
  - All Storm Drainage design.
  - Design of any bridges or culverts.
  - Proposed finished grades of streets and adjacent roadsides within the right-of-way.
- ☐ ☐ M - Provide an architectural rendering showing all elevation views of all proposed

buildings and their exterior design. Provide plans reflecting shape, size, height and location of existing structures located on the site and within two hundred feet (200') of the site.

- ☐ N - Provide a parking areas and access plan sufficient for review to insure compliance to applicable standards as set forth in this document.
- ☐ N – 1 The location, size, direction of travel and, if appropriate, curbing, paving, and radii of existing and proposed streets, driveways, access ways and sidewalks within the site and its relationship to the off-site system.
- ☐ ☐ N- 2 The size, location and layout of all on-site parking, loading facilities and snow storage areas. The methods and actuals used to provide for directing of traffic patterns and parking.
- ☐ O - Provide a landscaping plan sufficient for review to insure compliance to applicable standards as set forth in this document. The location, type and size of all proposed landscaping and screening as well as a plan for the retention of existing and significant natural features on the site.
- ☐ P - Provide a storm drainage plan, performed by a registered professional engineer, including a plan for the detention and slow release of storm water where necessary, together with supporting calculations. Reference section 1.16.
- ☐ Q - Provide plans for erosion and sediment control. No site plan shall be approved without plans for erosion and sediment control unless a written waiver is applied for and approved by the Planning Board.
- ☐ R- Provide mitigation strategies for all nuisance elements: ie: odor, noise, light, visual effects
- ☐ S - Provide general information and site plan format on all plats:
  - ☐ ☐ 1. Proposed site name, name of property owner of record and reference numbers
  - ☐ ☐ 2. Name, address and phone number of sub-divider and surveyor or engineer
  - ☐ ☐ 3. Date, north point, plat revision, property map references and reference numbers
  - ☐ ☐ 4. Names and addresses of owners of abutting properties
  - ☐ ☐ 5. Location and exact dimensions of all property lines
  - ☐ ☐ 6. Location, name and width of all existing and proposed streets, rights-of-way, or easements
  - ☐ ☐ A. Minor: Existing streets, rights-of-way or easements only.
  - ☐ 7. Sheet size in conformance with the requirements of the Rockingham County Register of Deeds. A margin of at least one inch shall be provided outside ruled border lines on three sides and at least two inches along the left side, or as required by the Register of Deeds

- ☐ 8. A scale of not less than one (1) inch equals one hundred (100) feet.
- ☐ ☐ A. Minor: Must be to scale; applicant may choose the scale.
- ☐ ☐ 9. Space for the Planning Board Chairman and Secretary to sign and date the approved plans
- ☐ ☐ 10. Tax map and parcel number, title and deed reference
- ☐ 11. A locus map (no smaller than one (1) inch equals one thousand (1000) feet showing the location of the site in relation to the surrounding public street system and the zoning districts and boundaries for the site and the area within one thousand (1,000) feet of the site.
- ☐ 12. Area, in acres and square feet, of the entire site of proposed site prior to development. Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, recreation area and area used
- ☐ 13. Area, in acres and square feet, of each proposed site/lot.  
Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, and area used
- ☐ 14. Clear delineation of wetlands and watershed protection districts peripheral area must be provided.
- ☐ 14.1 Major only: Wetlands shall be delineated by a NH Licensed Wetland Scientist or Soil Scientist.
- ☐ 15. Iron rods, pipes, pins or drill holes must be so noted and placed at all lot corners and angle changes
- ☐ 16. Location of all land intended for public use and any conditions on such use.
- ☐ ☐ 17. Specify the number and type of non-residential units.
- ☐ ☐ Minor = one (1): Major = two (2) or more
- ☐ ☐ 18. Specify the water sources to be designated for fire protection and control. Define the adequacy of water supply for fire protection.
- ☐ ☐ 19. Hours of operation

- ☐ T- Provide Traffic Impact Analysis  
All proposed site plans shall be reviewed by the Planning Board to ascertain that adequate provisions have been made by the owner/agent for traffic safety and congestion. To facilitate this review, the Planning Board may require the developer to provide a full traffic impact analysis when deemed necessary by the Board due to the size, location or traffic-generating characteristics of the proposal.

Traffic impact analysis shall address each of the following:

- Traffic circulation and access, including adequacy of adjacent street and intersections, entrances and exits, traffic flow, sight distances, accident statistics, curb cuts, turning lanes and existing or recommended traffic signals.

- Pedestrian safety and access.
- Off-street parking and loading.
- Emergency vehicle access.
- Snow removal adequacy.

No site plan shall be approved without a traffic impact study and analyses unless a written waiver is applied for and approved by the Planning Board.

- ☐ ☐ U - The size and location of all public and private utilities including water lines, sewage facilities, gas lines, power lines, telephone lines, fire alarms connections, and other utilities.
- ☐ ☐ V - The location, size and design of proposed signs and other advertising or instructional devices.
- ☐ ☐ W - The location, type and design of outdoor lighting.
- ☐ X - Construction details, including but not limited to pavement, walks, steps, curbing, drainage and structures, fire hydrants, and erosion and sedimentation control techniques.
- ☐ Y - Other exhibits or data that the Planning Board required in order to evaluate adequately the proposed development; such as but not limited to:
1. Information on the composition and quantity of wastewater generated.
  2. Information on air, water, or land pollutants, discharged
  3. Estimates of noise generations
  4. Special Submissions - Erosion and Sediment Control Plans
  5. Listing of all amounts and description of liquids, inflammables, and/or chemicals.
  6. A fiscal study/data relative to the potential impact too the Town may be required during the review process. Special provisions and/or plans may be required if found to bear a financial impact on the Town.

- [ ] **SUBMIT: A TYPED ABUTTERS MAILING LIST.** You are responsible for the accuracy of this list.
- [ ] Submit: **APPENDIX “B” CHECK LIST FOR PREPARING SITE PLAN REVIEW APPLICATION**

Please insure that your application supports the PURPOSES as noted in the **SITE REVIEW** Regulations. And that you have read, understand and complied with all aspects of the regulations. If you so desire, an opportunity for a **PRE-APPLICATION WORK SESSION** can be scheduled.

Notes:

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APPLICANT: \_\_\_\_\_ Date \_\_\_\_\_

# **FREMONT SITE PLAN REVIEW REGULATIONS**